Georgia Institute of Technology

· DAY 2 OUTLINE · FOR THE PROGRAM OWNER

Day 2 Outline: Agentic AI with Microsoft Copilot

The second day of Applied AI at TIYA Services. Day 1 taught participants to prompt Copilot safely. Day 2 teaches them to build no-code agents with the Copilot agent builder: standing instructions, their own knowledge, and tools for one defined job. Participants test each agent before sharing it, and govern it after.

DAY 2 Wed, Oct 21, 2026 HOURS 8:30 AM – 4:30 PM TOOL Copilot agent builder

INSTRUCTORS Alex Djalali, Alex Rhodeen

1

Audience and prerequisites

- **Who:** TIYA staff in operational and administrative roles who completed Day 1. About 30 per cohort, with limited remote seats.
- **Prerequisite:** Day 1, Generative AI for Daily Work. The current cohort took Day 1 in June 2026. Day 2 opens with a 10-minute Day 1 review, and nothing later depends on a Day 1 exercise or sample.
- **Accounts:** a Microsoft 365 Copilot license, or at least Copilot Chat, with the agent builder enabled (section 5).

2

Learning outcomes

On completing Day 2, participants will be able to:

	OUTCOME	PRACTICED IN
LO1	Understand the fundamentals of AI agent creation and common agent architectures.	Agent or not? · Design canvas
LO2	Design, configure, and deploy autonomous agents using no-code and low-code tools.	Builds 1 and 2 · Build your own
LO3	Integrate reasoning, planning, tools, and memory into practical agent workflows.	Build 2 · Trigger storyboard
LO4	Apply security, privacy, safety, and trust principles when developing and deploying agentic AI.	Red-team swap · Risk tier · Governance card

3

The day, 8:30 to 4:30

About 3½ hours of building, plus design and red-team exercises. Every agent is tested before it's shared.

TIME	BLOCK	TOPICS	ACTIVITY	LO
8:30 – 10:15	**Agentic AI Foundations** 105 min	Login check · Day 1 in review: Mask → Ask → Check and the data traffic light · from chat to agent: the autonomy ladder · anatomy of an agent · the no-code ecosystem and four architectures	"Agent or not?" sort of ten TIYA tasks · agent design canvas for the participant's own work	LO1 · LO4
10:15 – 10:30	Morning break			

TIME	BLOCK	TOPICS	ACTIVITY	LO
10:30 – 12:15	**Building Real Agents** 105 min · hands-on	Prompt engineering for agents: the instructions template · tests first · knowledge Q&A and multi-tool agents	**Build 1** SOP Navigator · **Build 2** Work Order Analyst with code interpreter, numbers checked by hand	LO2 · LO3
12:15 – 1:15	Lunch			
1:15 – 3:00	**Building Real Agents, Continued** 105 min · hands-on	Event triggers as a design concept, with an instructor demo · memory · publishing: permissions, naming, sharing	Trigger storyboard · **build your own** agent from the morning's canvas · partner swap test · showcase	LO2 · LO3 · LO4
3:00 – 3:15	Afternoon break			
3:15 – 4:30	**Governance & Security** 75 min	PII handling in agents: instructions are a request, permissions are a lock · risk tiers · the agent lifecycle and model governance	Red-team swap with five attack cards · risk tier · governance card · exit checklist, evaluation, and certificates from 4:20	LO4

4

The builds

Two guided builds on fictional TIYA SOPs and work order data, then the participant's own agent. Step-by-step instructions are in the Day 2 workbook.

BUILD 1 · 10:45

SOP Navigator

- **Architecture:** knowledge Q&A
- **Knowledge:** the four sandbox SOPs
- **Teaches:** the instructions template, tests first, "I can't find that" over guessing

BUILD 2 · 11:25

Work Order Analyst

- **Architecture:** multi-tool
- **Knowledge and tools:** FM-SOP-03 plus code interpreter, with an 80-row CSV uploaded in chat
- **Teaches:** analysis with tools, and checking the numbers by hand

2:00

Build your own

- **From:** the participant's design canvas
- **Teaches:** five tests before building, partner swap test, safe publishing
- **Then:** red-teamed and governed in the last block

5

Environment requirements

Confirm each item with TIYA IT, in writing, at least 14 days before.

- [ ] Every participant has a Microsoft 365 Copilot license, or at least Copilot Chat. Licenses from the June Day 1 are still active.
- [ ] Which cloud TIYA is on (commercial, GCC, or GCC High), and that the features below are live there.
- [ ] The agent builder ("Create an agent" in Copilot Chat) is enabled for participants.
- [ ] Agent sharing to specific users is allowed.
- [ ] Code interpreter and file upload are enabled in Copilot Chat.
- [ ] An "AI Training Sandbox" SharePoint site with the four sample SOPs, readable by every participant, at least a week before.

IF COPILOT IS DOWN OR BLOCKED

The lead walks through saved build screenshots on screen, and pairs complete the design canvas and test plan on paper.

6

Assessment and certificate

- **Formative:** a six-question knowledge check, self-scored. Instructors collect anonymous per-question scores.
- **Evidence of work:** the test plan, the partner's swap-test log, the risk tier, and the governance card.
- **Certificate (proposed):** full attendance (up to 30 minutes excused), at least one agent built and tested with five tests, and a completed governance card.

7

Materials

ITEM	FOR
Day 2 slides (HTML, PowerPoint, PDF)	Instructors · participants
Day 2 workbook: Day 1 review, autonomy ladder, design canvas, two builds, test plans, governance worksheets	Participants
Day 2 agenda	Everyone
Day 2 assessment kit: certificate criteria, answer keys, knowledge check, exit checklist, evaluation	Instructors
Facilitator guide, Day 2 section: run sheet, talking points, demos, watch-fors, debriefs	Instructors
The four sandbox SOPs (Word, and on one web page)	Participants
Work order export, Aug–Sep 2026 (CSV, 80 rows)	Participants

Decisions for the program owner

1. **Outcome 2 vs. the agent builder.** LO2 promises *autonomous* agents and the agenda lists *event triggers*. The agent builder makes on-demand agents; triggers and autonomous agents need Copilot Studio, which is Day 3. Day 2 teaches triggers as a design concept with an instructor demo. Either soften LO2 ("design, configure, and deploy agents, and design event-triggered automations") or provide a Copilot Studio environment for the demo.
2. **Closing.** The agenda ends at 4:30 with no closing block. The exit checklist, evaluation, and certificates run from 4:20 inside the governance block. If the day can run to 5:00, move them to a 4:30–5:00 closing.
3. **Session headers.** The agenda's sessions are titled only "Morning" and "Afternoon". Suggested: "Agent Foundations & First Builds" and "Deploy, Trigger & Govern".
4. **Certificate criteria.** Confirm the proposal in section 6.